

**BOARD OF SUPERVISORS**

*Brown County*

305 E. WALNUT STREET

E-Mail [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221



**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF  
JANUARY 19 - 23, 2015**

**MONDAY, JANUARY 19, 2015**

\*1:30 pm Solid Waste Board

Port & Resource Recovery

2561 S. Broadway

\*3:00 pm Housing Authority

Room 604, City Hall

100 N. Jefferson Street

**TUESDAY, JANUARY 20, 2015**

\*5:00 pm Board of Health – *Special Meeting*

Donovan Hall, UW Extension

1150 Bellevue Street

\*5:00 pm Veterans Recognition Subcommittee

Room 201, Northern Building

305 E. Walnut Street

**WEDNESDAY, JANUARY 21, 2015**

\*7:00 pm **BOARD OF SUPERVISORS**

Legislative Room 203, City Hall

100 N. Jefferson Street

**THURSDAY, JANUARY 22, 2015**

\*8:30 am Aging & Disability Resource Center Board of Directors

Aging & Disability Res. Center

300 S. Adams Street

**FRIDAY, JANUARY 23, 2015**

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

**PORT & RESOURCE RECOVERY DEPARTMENT**

*Brown County*

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950      FAX: (920) 492-4957

DEAN R. HAEN  
DIRECTOR

**- PUBLIC NOTICE -  
BROWN COUNTY SOLID WASTE BOARD**

**\* Monday, January 19<sup>th</sup> – 1:30 pm**

Brown County Port & Resource Recovery  
2561 S. Broadway, Green Bay, WI 54304

**\*\*REVISED\*\***

**Agenda:**

1. Call to Order
2. Roll Call
3. Approval/Modification – Meeting Agenda
4. Approval/Modification – December 1, 2014 Meeting Minutes
5. Announcements/Communications
6. Brown County Resource Recovery Communication Strategy 2015 – *Request for Approval*
7. BOW Waste Diversion Technology Committee Technical Report – *Request for Approval*
8. South Landfill/Resource Recovery Park Project by Foth Companies – *Update*
  - A. Mixed Waste MSW Processing Facility Options Memo #3
  - B. Project Status Presentation – Foth Companies
  - C. Letter of Support for Marquette University Project
9. Recycling Compactor Building Expansion – *Update*
10. Wisconsin Clean Sweep Grant - *Update*
11. Director's Report
12. Such other Matters as Authorized by Law

13. Closed Session: *Discussion, strategy, representation and possible action regarding existing contracts*

*Pursuant to Wis. Stat. § 19.85(1)(e), any meeting of a governmental body may be convened in closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or the conducting of other specified public business, whenever competitive or bargaining reasons require closed session.*

14. Adjourn

Dean R. Haen  
Director

*Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Resource Recovery Department at 492-4950, two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.*

**AGENDA**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, January 19, 2015, 3:00 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS:** Tom Diedrick—Chair, Ann Hartman—Vice Chair, Sup. Andy Nicholson, Corday Goddard, and Adam DeKeyser

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the December 15, 2014 meeting of the Brown County Housing Authority.

**COMMUNICATIONS:**

2. Letter from Department of Housing and Urban Development dated December 9, 2014 regarding the award of six additional VASH Vouchers.
3. Letter from Department of Housing and Urban Development dated January 8, 2015 regarding CY 2015 Funding

**REPORTS:**

4. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications
  - B. Unit Count
  - C. Housing Assistance Payments Expenses
  - D. Housing Quality Standard Inspection Compliance
  - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
  - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, participation levels, new contracts, homeownership)
  - G. VASH Reports (active VASH, new VASH)
  - H. Langan Investigations Criminal Background Screening and Fraud Investigations
  - I. Quarterly Active Cases Breakdown Report
  - J. Quarterly End of Participation Report
  - K. 2014 End of Participation Report

**OLD BUSINESS:**

**NEW BUSINESS:**

5. Approval of revisions to Chapters 5 (Briefings and Voucher Issuance) and Chapter 17 (Project Based Vouchers)

**INFORMATIONAL:**

6. Collection of repayments for non-fraud overpayments through TRIP
7. Upcoming Audit by the HUD Office of Inspector General

**BILLS:**

**FINANCIAL REPORT:**

**STAFF REPORT:**

8. Date of next meeting: February 16, 2015 (Joint BCHA/ICS Board Meeting)

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. the day before the meeting so that arrangements can be made.

HEALTH DEPARTMENT

*Brown County*

610 S. BROADWAY STREET

P. O. BOX 23600

GREEN BAY, WI 54305-3600

JUDY FRIEDERICHS, R.N., B.S.N.

PHONE (920) 448-6400 FAX (920) 448-6449 TDD (920) 448-6448  
co.brown.wi.us/health

Director

**NOTICE OF SPECIAL MEETING**

**BROWN COUNTY BOARD OF HEALTH**

Tuesday, January 20, 2015  
5:00 PM

UW Extension  
1150 Bellevue St. Green Bay  
Donovan Hall

1. Duke Energy Presentation Regarding Shirley Wind Turbines
2. Public Comments.

**THIS SESSION IS FOR INFORMATIONAL GATHERING PURPOSES ONLY.**

# BOARD OF SUPERVISORS

*Brown County*



305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-4015 FAX (920) 448-6221

## **VETERANS SUBCOMMITTEE**

**Bernie Erickson, Chair**  
**Ed Koslowski, Vice Chair**  
Rosemary Desisles, Jim Haskins,  
John Maino, Delores Pierce, Duane  
Pierce, Tracy Rosinski, Joe Witkowski

**\*\*Running Total of Veterans' Certificates: 1676**

### **VETERANS' RECOGNITION SUBCOMMITTEE**

**TUESDAY, JANUARY 20, 2015**

**5:00 p.m.**

**Room 201, Northern Building  
305 E. Walnut Street**

1. Call Meeting to Order.
2. Invocation.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of November 18, 2014.
5. Possible discussion /review regarding Veterans Appreciation Day at the Brown County Fair in preparation for 2015.
6. Report from Committee Members Present (Erickson, Desisles, Haskins, Koslowski, Maino, Pierce, Steenbock, Rosinski & Witkowski).
7. Introduction of potential subcommittee member, Ken Corry.
8. Report from CVSO Jerry Polus.
9. Comments from Carl Soderburg.
10. Such Other Matters as Authorized by Law.
11. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

# BOARD OF SUPERVISORS

*Brown County*



305 E. WALNUT STREET

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

E-mail [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us).

**PATRICK W. MOYNIHAN JR., CHAIR**

**THOMAS J. LUND, VICE CHAIR**

## PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, January 21, 2015 at 7:00 p.m.**, in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

### NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON ANY ITEM ON THE AGENDA

The following matters will be considered:

Call to order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

### **\*\* Presentation \*\***

#### **Certificate of Appreciation to Judy Friederichs**

1. **Adoption of Agenda.**
2. **Comments from the Public:**
  - a) Must be limited to items not on the agenda.
  - b) State name and address for the record.
  - c) Comments will be limited to five minutes.
  - d) The Board's role is to listen and not discuss comments nor take action of those comments at this meeting.
3. **Approval of Minutes of December 17, 2014.**
4. **Announcements of Supervisors.**
5. **Communications:**
  - a) Late Communications.
6. **Appointments:**

**Board of Supervisors Committee as a Whole:**

  - a) Confirmation of Appointment of Harold as County Board Supervisor District 10.
  - b) Administer Oath of Office to District 10 Supervisor.

**County Executive:**

  - c) Reappointments of James Blumreich to the Green Bay Metropolitan Sewerage District.
  - d) Reappointment of Sandy Juno to the Museum Board of Directors.
  - e) Reappointment of Mary Schlautman to the Community Options Planning Committee.
  - f) Reappointment of Jay Tibbetts to the Board of Health.
  - g) Reappointment of Christopher Wagner to the Library Board.

7. **Reports by:**
  - a) County Executive.
  - b) Board Chairman.
8. **Other Reports:** None.
9. **Standing Committee Reports:**
  - a) Report of Executive Committee of January 12, 2015.
  - b) Report of Administration Committee – *No meeting, no report.*
  - c) Report of Education & Recreation Committee of January 8, 2015.
  - d) Report of Human Services Committee – *No meeting, no report.*
  - e) Report of Planning, Development & Transportation Committee – *No meeting, no report.*
  - i) Report of Land Conservation Subcommittee – *No meeting, no report.*
  - f) Report of Public Safety Committee of January 7, 2015.
10. **Resolutions & Ordinances:**  
**Budget Adjustments Requiring County Board Approval**
  - a) Resolution Approving Budget Adjustments to Various Department Budgets.

**Closed Sessions**

**Education and Recreation Committee**

11. Open Session: Discussion with legal counsel and possible action regarding the negotiations, status and implementation of future planning in obtaining an easement at the Golf Course property.
12. Closed Session: Notice is hereby given that the above governmental body will adjourn into closed session on the above item 9c), Numbers 14 & 15 pursuant to Wis. Stat. §19.85(1)(e) which authorizes a closed session to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, wherever competitive or bargaining reasons require a closed session, and pursuant to Wis. Stat. §19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
13. Reconvene in Open session: Discussion with legal counsel and possible action regarding the negotiations, status and implementation of future planning in obtaining an easement at the Golf Course property.
14. **Such other matters as authorized by law.**
15. **Bills over \$5,000 for periods ending December 31, 2014.**
16. **Closing Roll Call.**
17. **Adjournment to Wednesday, February 18, 2015 at 7:00 p.m., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin**

Submitted by:



Patrick W. Moynihan, Jr.  
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into **Closed Session:** Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.



# AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD OF DIRECTOR'S MEETING

**Thursday, January 22, 2015 at 8:30 a.m.**  
300 S. Adams Street, Green Bay, WI 54301

## AGENDA

Agenda Item	Handout	Action Required
1. Pledge of Allegiance		
2. Introductions-new board members		
3. Adoption of Agenda	Yes	Yes
4. Approval of the minutes of regular meeting Dec. 9, 2014	Yes	Yes
5. Comments from the public		
6. Finance Report	Yes	
a. Review and approval of Finance Report-Preliminary Year End		Yes
b. Review and approval of Restricted Donations-December 2014		Yes
c. Preliminary Net Asset Report Year End		Yes
7. 85.21 Plan Update and Bid Process	Yes	
8. Staff Report: John Holzer-include community service awards	Yes	
9. Directors Report	Yes	
a. Review of Board Officers and Committees for 2015		
b. Family Care Update		
10. Legislative Updates		
11. Announcements		
12. Next Meeting- February 26 <sup>th</sup> at the ADRC		
13. Adjourn		Yes

---

Marvin Rucker, Chairperson  
Aging & Disability Resource Center  
of Brown County



Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"




## JANUARY 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Happy New Year! 	2	3
4	5	6	7 Public Safety 11:00 am	8 Ed & Rec Rm 200, Northern Bldg @ 5:30 pm	9	10
11 	12 Executive Cmte 5:30 pm	13	14	15	16	17
18	19	20 Vets Recognition Subcommittee 5:00 pm	21 <b>Board of Supervisors 7pm</b>	22	23	24
25	26 Land Con 6:00pm PD&T 6:15 pm	27	28 Human Svc 5:30 pm	29 Admin 5:30 pm	30	31



## FEBRUARY 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 Public Safety 11:00 am	5 Ed & Rec 5:30 pm	6	7
8	9 Exec Cmte 5:30 pm	10	11	12	13	14 
15	16	17 Veterans Recognition Subcmte 5:00 pm	18 <b>Board of Supervisors 7:00 pm</b>	19	20	21
22	23 Land Con 6:00pm PD&T 6:15 pm	24	25 Human Svc 5:30 pm	26 Admin 5:30 pm	27	28

## **BROWN COUNTY COMMITTEE MINUTES**

- Board of Health (November 11, 2014)
- Housing Authority (December 15, 2014)
- Library Board (November 20, 2014)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

**PROCEEDINGS OF THE BOARD OF HEALTH MEETING**  
**Tuesday, November 11, 2014**  
**5:00 PM**

---

Present: Audrey Murphy, J.J. Tibbetts, MD, Susan Paulus Smith, Harold Pfothenhauer, Richard Schadewald, Joe Van Deurzen

Staff Present: Judy Friederichs, Chua Xiong, Rob Gollman, Patti Smeester

Others Present: Sarah Cappelle, Susan Ashley, Alyssa Ashley, William Acker, Jim Vanden Boogart, Barbara Vanden Boogart, Louis Butler, Ben Jordan, Edward Witte, Nathan Garot, Mark Deslauriers, Steve Deslauriers, Leslie Boelter, Michelle Buresh, Jerry Buresh, Juliana Ruenzel, Supervisor Patrick Evans

**1. CALL TO ORDER, WELCOME, AND INTRODUCTIONS**

New board member Richard Schadewald was introduced. Mr. Schadewald has been a social studies teacher at Bay Port for 35 years. He has been on the County Board 17 years in the past, prior to this recent election. The rest of the board introduced themselves as well as Director Judy Friederichs and Office Manager, Patti Smeester.

**2. APPROVAL/MODIFICATION OF THE AGENDA**

MOTION: To approve the agenda as presented.  
MOTION CARRIED

Van Deurzen/Paulus Smith

**2. APPROVAL OF MINUTES OF OCTOBER, 2014**

Suggested revisions were presented by board members.

MOTION: To approve minutes as corrected  
MOTION CARRIED

Tibbetts/Pfothenhauer

**4. OPEN SESSION: DISCUSSION AND POSSIBLE ACTION REGARDING THE SHIRLEY WIND TURBINES.**

Judy indicated the Brown County Health Department received an email today with documents attached. This was forwarded to the Board members as well. Judy has not had a chance to read it but it is related to wind turbine issue. No further discussion of the emailed document.

MOTION: To depart from the regular order of business so the public can be heard by the board.

Pfothenhauer/Van Deurzen

MOTION CARRIED

Edward Witte, an attorney with Gonzalez, Saggio & Harlan Law Firm, is here to represent Duke Energy. He indicated he submitted a letter on behalf of Duke Energy this morning to Corporation Counsel and the substance of that letter is an objection to the Board of Health taking any action relating to any restriction and/or regulation of the Shirley Wind Turbines, based on existing Wisconsin law and the details set forth in that letter.

Audrey asked Juliana if she received that and Juliana indicated she has not gotten the letter yet due to her schedule today.

MOTION: To return to regular business  
MOTION CARRIED

Van Deurzen/Pfotenhauer

5. **CLOSED SESSION: DISCUSSION WITH LEGAL COUNSEL, POSSIBLE ACTION AND THE STRATEGY TO BE ADOPTED REGARDING THE SHIRLEY WIND TURBINES. CLOSED SESSION PURSUANT TO WIS. STAT. § 19.85(1)(g) CONFERRING WITH LEGAL COUNSEL FOR THE GOVERNMENTAL BODY WHO IS RENDERING ORAL OR WRITTEN ADVICE CONCERNING STRATEGY TO BE ADOPTED BY THE BODY WITH RESPECT TO LITIGATION IN WHICH IT IS LIKELY TO BECOME INVOLVED.**

MOTION: To go into closed session at 5:12 PM Pfotenhauer / Van Deurzen  
Roll Call Vote: Aye; Schadewald, Pfotenhauer, Van Deurzen, Tibbetts, Paulus Smith, and Murphy. Nay; None.  
MOTION CARRIED

5:58 PM Returned from Closed Session

6. **OPEN SESSION: DISCUSSION AND POSSIBLE ACTION REGARDING THE SHIRLEY WIND TURBINES.**

MOTION: For Duke Energy to present to the Board of Health any information they feel pertinent to our concerns about the Shirley Wind Project and any recommendations Duke Energy has to alleviate the concerns of Brown County citizens at a special Board of Health meeting scheduled for January 20, 2015.  
Schadewald / Van Deurzen

Mr. Schadewald explained this is an opportunity for Duke Energy to present the Board with information that can be helpful to concerns of all. Mr. Schadewald explained this Board wants to do and has been doing its due diligence to gather all information. It is also looking forward to working toward a resolution with all the parties involved. There are concerns on both sides but open discussion is the best path.

Supervisor Evans thanked Duke Energy for coming today. Supervisor Evans referenced an article he read in the paper where they stated there are no human health issues as it pertains to wind turbines. He would like to see that part of the presentation on how they determined. He is anticipating that is part of the presentation.

MOTION CARRIED.

Audrey Murphy indicated the special meeting is scheduled for January 20, 2015 at 5:00 PM

## **7. ODOR COMPLAINT UPDATE**

Rob indicated he had nothing to report on odor issues since the last meeting. They did have one recent complaint that was called in to the after-hours answering service but they failed to report the complaint to Rob's staff. There were two new employees at the answering service who were not properly trained. They told the caller that it wasn't an emergency and it could wait until the next day. We were unable to service that complaint.

Rob also included information regarding complaints since this is the last meeting this year; included are licensed establishment complaints to date. As mentioned by Juliana at a previous meeting, we had two pending citations against Sanimax that were issued in 2013. Sanimax plead to the higher of the two citations and the lower of the two was dismissed. Audrey asked Rob if overall the complaints have reduced substantially; Rob indicated that they have.

Rob also indicated his division was involved in an investigation which began in Outagamie County. It was a food borne outbreak that originated from a private party. There were four children hospitalized as a result of the food borne illness. It was reported that the food source may have been from Brown County vendors, possibly unlicensed, who were providing/serving food at the event. This department, along with GBPD, investigated and did verify that both vendors had taken part in the event. A cutting board was confiscated, swabbed, and tested by State Lab of Hygiene and a cease and desist order issued. Currently, the department is working on another investigation involving unlicensed retail sale of raw milk in Brown County. Two inspectors encountered an individual selling raw milk from his mini-van with no refrigeration, no means to sanitize, and no hand wash capability. At the first encounter, he basically "ran." At the second encounter, the Sheriff's Department was involved and an incident report was generated. This individual will be cited for retail sale without a license. WI Department of Agriculture, for whom we are agents in this situation, was notified due to their responsibility regarding the raw milk aspect and the unlicensed, uninspected source of the milk, from out of this county. Rob's concern is potential exposure of citizens to listeria. Orders were written to the retail establishment selling this unpasteurized milk from an unlicensed unapproved source. She was ordered not to do this anymore and has had a couple of fines. If this practice continues, it was suggested that she be required to have a discussion with the Board of Health as to why she should be able to retain her retail food license.

## **8. CORRESPONDENCE.**

There is no additional correspondence beyond the packet that was emailed to Patti, which was mentioned earlier.

## **9. BUDGET 2015 UPDATE**

A new sanitarian position was approved by the county board after some debate. There were a number of positive comments from the board members. Ultimately, there were three board members who voted against it out of 26 supervisors. Also, there were salary

and insurance issues relevant to all county employees which were discussed considerably and resolved at the budget meeting.

#### **10. DIRECTOR'S REPORT**

*Communicable Disease Report* – Chua indicated that there is a Hospitalized Influenza case; a Novel Influenza A H3N2 case which was associated with out- of-county pigs (DPH and CDC are working further on testing); a probable Norovirus Outbreak in Assisted Living; and no Ebola cases in the state of WI.

Chua said the Health Department has been actively working with hospitals and emergency systems to set up a system in place to respond to Ebola. The directive from DPH and CDC is to now have local health departments do direct active monitoring of travelers returning from West Africa for 21 days. Travelers returning from West Africa will be screened upon leaving West Africa as well as when they arrive in US. When they arrive in US, traveler's contact information will be reported to the state's Division of Public Health. The Division of Public Health will relay this contact information to the local health departments so direct active monitoring can be done. If travelers are at high risk, it is the expectation that a home visit will be done by public health. If the public health nurse through active monitoring notices that a traveler is developing symptoms, she will contact the hospital to alert them that a traveler will be transported to their hospital. Local health departments will also be working in close consultation with DPH as well as CDC. There shouldn't be any returning travelers from West Africa just walking into the hospital or outpatient clinic without proper notification from the local health department. DPH is working with hospitals to set up a Tier system in response to being able to manage Ebola patients. There are three tiers – Tier 1 is hospitals that can treat confirmed cases of Ebola (Froedtert Hospital, UW Hospital Systems, and Children's Hospital in WI). Tier 2 is a local hospital like all of ours. They can isolate for 48 to 72 hours and test to determine confirmed cases. If confirmed, patients would go to a Tier1 facility. Tier 3 is an outpatient clinic. If any ill patients show up in a Tier 3 environment, they would be transferred to Tier 2 hospitals and if they are a confirmed case of Ebola, they would be transferred to Tier 1 designated hospitals specialized to treat Ebola patients. The ambulance system also has a 3 tier system set up. Tier 1 includes those that can transport confirmed cases to designated Ebola hospitals; Tier 2, like our units, would be transporting to the local hospitals. We don't have any Tier 3 units in our county. Right now we are discussing with the local hospitals their determination of their Tier designation. Thus, we have been actively communicating with hospitals, EMS, and other healthcare providers to provide guidance. We also have been providing presentations on Ebola, assisted with a table top exercise at UWGB last week, and will be providing education to airport personnel this week. Wisconsin has followed up on 13 suspects thus far and they all have been very low risk.

*Community Health Improvement Process (CHIPP) reassessment* was scheduled last Friday, November 7. By statute public health is required to do it every 5 years, by Affordable Care Act; the health care networks are required to do it every 3 years. There is a steering committee overseeing the process, including representatives from each health

care network, the State, United Way, De Pere and Brown County public health agencies. An assessment was done 3-4 years ago and the community chose: nutrition, alcohol/other drugs, and oral health. Since then action teams have worked on initiatives in each of these priorities. To be consistent in the assessment frequency, the steering committee has decided that a reassessment will be done every three years. The reassessment done this past Friday was attended by about 70 partners and resulted in the selection of oral health, alcohol/ other drugs, physical activity/nutrition and mental health as the priorities for the next 3 years. We will need to decide if alcohol/other drugs and mental health should be combined in one intervention group, since these issues are often addressed by the same providers.

*State Audit* - Our next big project will be preparing for the state audit of our department which will occur on December 18. There is standardized information that is needed from us as evidence that we are compliant legally as a local health department and as a level 3 health department. We upload the evidence electronically and the team comes December 18 to meet with us about it. As long as we don't have a quorum, we can have Board of Health members present at the audit event.

*Auto-Attendant* - Our auto-attendant system improvements are complete. We have simplified the system, including a reduction in the amount of words used in the recording. We have a separate health care provider line for urgent calls that come in from the clinics and hospitals.

*Tobacco* - The department has been approached to provide tobacco control services starting in 2015, as part of a regional grant (housed in Outagamie County). We have had a preliminary discussion with the organization administering the grant. Services would include doing compliance checks for sales to minors, and possibly some other services such as partnering with related organizations on issues, working on smoke-free apartment unit housing, providing presentations regarding other tobacco product concerns, and working with policymakers. Adding this grant will require a county board approval process. Audrey asked if we had enough staff to provide this service. Judy indicated we would receive funding to expand the hours of a part-time health educator who had been working on tobacco initiatives in the past and with carryover grant funds.

Judy reported there are still serious discussions going on regarding relocating the department.

We will reinstitute an educational component at future Board of Health meetings to keep the board informed of programs within the department.

Judy announced she is retiring as the Director of the Health Department and her last day will be January 30.

#### **11. ALL OTHER BUSINESS AUTHORIZED BY LAW**

None.



**12. ADJOURNMENT / NEXT MEETING**

MOTION: To adjourn meeting at 7:53 PM  
MOTION CARRIED

Van Deurzen / Pfotenhauer

NEXT MEETING:

TUESDAY, JANUARY 13, 2015, at 5:00 PM REGULAR MEETING

TUESDAY, JANUARY 20, 2015, SPECIAL MEETING WITH DUKE ENERGY

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, December 15, 2014, 3:00 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS:** Tom Diedrick—Chair, Corday Goddard, and Adam DeKeyser

**MEMBERS EXCUSED:** Sup. Andy Nicholson, Ann Hartman

**OTHERS PRESENT:** Robyn Hallet, Kim Flom, Matt Roberts, Patrick Leifker, Sadie DiNatale, Scott Schoeneman

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the November 17, 2014, meeting of the Brown County Housing Authority.

C. Goddard made a motion to approve the minutes from the November 17, 2014, meeting of the Brown County Housing Authority. A. DeKeyser seconded. Motion carried.

**COMMUNICATIONS:**

R. Hallet communicated that the BCHA was awarded six additional VASH Vouchers in addition to the VASH Vouchers received earlier this year.

**REPORTS:**

None

**OLD BUSINESS:**

T. Diedrick stated that the letter to Wisconsin State Legislatures, written to request a policy change regarding the portability of Vouchers, has been completed. The letter now awaits the signature of each BCHA Commissioner and will then be mailed promptly.

**NEW BUSINESS:**

2. Discussion and possible approval to renew NeighborWorks® Green Bay Project Based Voucher Contracts.

R. Hallet stated that the BCHA currently has three contracts with NeighborWorks® Green Bay in respect to their Project Based Voucher projects on various properties in Brown County. Upon completing Project Based Voucher training, R. Hallet found that there were some concerns with NeighborWorks' contracts as they sit currently. As these contracts expire at the end of the year, the Authority is not left with much time to resolve these concerns. For that reason, R. Hallet proposed a one-year extension to provide the BCHA with the appropriate time frame to work with HUD to find the best way to resolve the contract issues so that they may be renewed appropriately. If approved, this matter will be added to a future agenda in 2015 to extend the corrected contracts for a longer term.

T. Diedrick stated that one of the dates on the contract renewal forms were misprinted. The date of the extension should be effective from January 1, 2015 to December 31, 2015 (as opposed to December 31, 2016, in which was recorded). R. Hallet confirmed that the date change would be made.

C. Goddard asked if there would be any reason why this extension should not be granted. K. Flom stated that there should not be any concern as the issues relate to HUD regulatory procedures. HUD defines projects based off of geographical location and proximity between projects. Therefore, instead of three contracts (which NeighborWorks currently has) there would have to be *many* contracts. This would require some paperwork but it is not policy related and will not change the

services that NeighborWorks provides. In addition, HUD regulations limit Project Based Vouchers in multi-unit buildings to no more than 25 percent of the whole project, unless the project is designated for elderly or disabled, or the project provides tenants with supportive services. This issue will require some communication with NeighborWorks to determine how they would like to handle this, which again would just require some time to sort out. Nevertheless, current tenants will not be at risk of any day to day changes during this process, which remains the ultimate goal.

T. Diedrick inquired whether administering projects away from the downtown area was policy. R. Hallet stated that this was policy in that the purpose of Project Based Vouchers is to enhance economic and housing opportunities by deconcentrating poverty. However, within these regulations, if a census tract is undergoing revitalization, then projects would still be able to collocate within said tract, even if it is in an area with high poverty.

K. Flom stated that a lot of data has been gathered to provide the Authority with a more thorough analysis next year, before long term extensions can be made.

C. Goddard asked if there would be any reason to push back on this. R. Hallet stated that upon speaking with HUD, because of the complexity of these issues they agree that, in an attempt not to disrupt the families living in the units, a one-year extension would be the most appropriate option to pursue.

A. DeKeyser made a motion to approve a one year extension to renew NeighborWorks® Green Bay Project Based Voucher Contracts. C. Goddard seconded. Motion carried.

**INFORMATIONAL:**

None

**BILLS:**

T. Diedrick inquired about expense details listed on the bills for Mary Sue Banks. R. Hallet explained that this expense relates to the reimbursement of a vehicular accident with a Housing Authority employee who caused minor damage to M. Banks' vehicle. The Authority was requested to reimburse the lower of the deductible or the damage, in which the damage was lower. The expenses have been split between the GBHA and BCHA.

C. Goddard made a motion to approve the bills for the month of November 2014. A. DeKeyser seconded the motion. Motion carried.

**FINANCIAL REPORT:**

None

**STAFF REPORT:**

3. Date of next meeting: January 19, 2015

R. Hallet confirmed that the next BCHA meeting is January 19, 2015.

4. Date of Joint BCHA/ICS Board meeting: tentatively February 16, 2015

R. Hallet confirmed that the joint BCHA/ICS Board meeting will be February 16, 2015.

T. Diedrick inquired about the logistics of the joint meeting. M. Roberts stated that he will prepare an annual report showing demographic breakdowns of the program and a snapshot of the year, among other important datasets that would be significant to review.

R. Hallet asked the Commissioners if they would like to see any specific items on the agenda. C. Goddard asked if ICS prepares any annual goals and if so, would this joint meeting be a good time to convey them. M. Roberts stated that ICS does not have specific numerical goals set in place but

this meeting would be a good opportunity to set joint goals. M. Roberts further stated that perhaps non-numerical goals would be just as important to reveal (for instance, poverty deconcentration/enhancement efforts to build on, continuing FSS enrollment, etc.). T. Diedrick stated that brainstorming ways to communicate the availability of VASH vouchers to the public would be important too. R. Hallet agreed with this suggestion.

T. Diedrick extended a thank you to the Authority, ICS, and staff for their time working with the BCHA. He commented that even though there were many transitions, overall it was a very positive year.

A. DeKeyser made a motion to adjourn, seconded by C. Goddard. Motion carried. Meeting adjourned at 3:17 pm.

sd:rah:jd

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **November 20, 2014** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** KATHY PLETCHER, CHAD BIANCHI, CARLA BUBOLTZ, NATHAN JESKE, JOHN VAN DYCK, BOB NIELSEN, TIM NIXON, and CHRISTOPHER WAGNER

**EXCUSED:** VICKY VAN VONDEREN

**ALSO PRESENT:** Kimberly Young, Lori Denault, Sue Lagerman, and Curt Beyler (staff); Matt Mulder, Angie Schoeneck, Mike Grasee, and Jess Mooers (Demco)

**CALL TO ORDER** President Kathy Pletcher called the meeting to order at 5:20 p.m.

### **APPROVE CONSENT ITEMS**

**a. Agenda** There were no changes to the agenda. **Motion by** J. Van Dyck, seconded by C. Wagner, to approve the agenda. **Motion carried.**

**b. Minutes** There were no changes to the minutes. **Motion by** C. Buboltz, seconded by C. Bianchi, to approve the October 16, 2014 minutes. **Motion carried.**

### **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC**

No one from the public was present to address the Board.

### **COMMUNITY ENGAGEMENT PRESENTATION BY DEMCO**

The Board introduced themselves to the Demco representatives. Matt Mulder distributed key facts and figures related to the gap analysis report they had prepared over the last four months, free of charge. A community Perception survey was conducted by the St. Norbert College Strategic Research Institute.

#### **Key Facts:**

- Brown County Library is highly valued. 79% of those surveyed said closing their local branch would have major impact on the community
- Brown County ranks in the top 25% of similarly sized libraries in terms of output efficiency
- Non-users do not fully understand the range of library services, equating 'library' with 'book'
- 38% of Brown County residents have actively used the library in the past 24 months
- Brown County is rapidly growing especially in outlying areas such as Hobart, Lawrence and Ledgeview
- Within 20 years, a quarter of Green Bay's population will be Hispanic
- Nearly half of all schools in the Green Bay School District are performing below average

The strategic assessment recognizes that BCL serves diverse communities: urban, suburban, and rural; which allows each library to have a distinct personality and a distinct set of opportunities. The report took the library's strategic goals and condensed them into 4 SMART (Specific, Measurable, Achievable, Relevant, and Timebound) objectives:

- Objective 1: Brown County Library will develop programming and strategic partnerships that support and improve reading readiness in children entering Pre-K and Kindergarten.
- Objective 2 speaks specifically about third grade reading which benchmark future performance. Those falling behind on reading proficiency have only a 45% chance of graduating from high school. At present, 27% of Green Bay district 3<sup>rd</sup> grade students are proficient in reading; and only 7% of Hispanic students and 13% of economically disadvantaged students are proficient. C. Wagner commented that most people don't recognize the change in demographics and J. Van Dyck concurred that Brown County has changed. From the library's standpoint, the needs of the Green Bay community are far different than the need in Howard and Ledgeview, etc. C. Buboltz noted that the number of our children living in poverty has doubled. What is seen in Green Bay is happening in Denmark and Wrightstown – it's just on a larger scale in Green Bay.
- Objective 3 focuses on career readiness. The library can play a role in computer training and adult literacy and other employability skills.
- Objective 4 emphasizes the desire to provide structured and unstructured space as a third space –ways for the business community to use library for meeting spaces, quiet spaces, and neutral spaces.

The report also contains individual branch analyses that include a breakdown of traffic, circulation, attendance, usage, community information, and market segmentation.

Fostering cultural and diversity awareness is the bedrock of which each of the four objectives is built. The Library can be a driving force in fostering a positive attitude and acceptance of growing diversity within Brown County and especially Green Bay.

Moving forward, the Community Engagement report offers a high-level summary of strategies recommended to advance the library's progress on implementing the four objectives:

- Improve efficiency as a pathway to free resources (LEAN) self-service
- SMART objective development and launch (different working committees for each objective)
- Space audit – effective place-making connects people and services
- Branding – communicating relevance and connecting with people

The Board agreed there was a great deal of valuable data and recommendations presented and felt the finished report would be a good tool to help the library. C. Bianchi noted that workforce development is more a residual effect of what we do and wondered about an active strategy to improve the workforce. C. Wagner asked if the library had enough computers. The ratio per capita is low.

K. Pletcher thanked Demco for their work and mentioned how the library's strategic plan was developed using the Life Study. The Board is looking at facilities for future planning and programming. The information in the report will be very helpful in future assessments.

### **LIBRARY BUSINESS**

**a. Information Services Report** The November Information Services Report was presented and there were no questions. L. Denault reported that as a result of the migration to the cloud, the online catalog is greatly improved – it is faster; customers with a lot of holds were often bogged down. The old system would shut down after midnight to run reports. The new system still runs the reports but doesn't go down. With the old system, it was recommended, at least four times a year, to rebuild the database which took about 17 hours. The new system is only down about 5 minutes for this process. K. Pletcher thanked L. Denault for her leadership during this migration. K. Pletcher is looking into technology performance issues within the library. The new BCTS Director is open to going back to a wired system.

**b. Financial Manager's Report, Bills and Donations** There were no bills out of the ordinary. L. Denault distributed the October financial statement including a narrative on the statement and the October Gifts, Grants and Donations reports. **Motion** by C. Buboltz, seconded by C. Wagner, to approve the October financial statement and Gifts, Grants & Donations as follows:

#### **Brown County Library Gifts, Grants & Donations Report October 2014**

##### **Gifts & Donations**

10/01/14	Central Donation Box (various donors)	14.75	Children's Garden
10/02/14	Cheryl Swetlik	70.00	NonFiction Materials
10/02/14	Friends of Brown County Library	207.55	Leadership Shirts
10/16/14	Karla Georgia - In Memory of Ken & Lorna Behrend	530.00	Audio Books
10/30/14	Friends of Brown County Library	121.82	Every Child Ready to Read
10/30/14	Friends of Brown County Library	208.65	Teen Early Literacy
			Wrightstown Operating
10/30/14	FBCL/Wrightstown Area Library Committee	2,585.88	Exp.
10/01/14	Ashwaubenon	20.48	Donation Box
10/01/14	Bookmobile	4.25	Donation Box
10/01/14	East	43.23	Donation Box
10/01/14	Weyers/Hilliard	21.77	Donation Box
10/01/14	Central Circulation		Donation Box
10/01/14	Kress	9.40	Donation Box
10/01/14	Pulaski	12.68	Donation Box
10/01/14	Southwest	18.00	Donation Box
10/01/14	Wrightstown	19.54	Donation Box
	<b>Total Donations</b>	<b>\$ 3,888.00</b>	

##### **Federal & State Grants**

10/02/14	AT&T	\$ 148.80	E-Rate Funds
10/09/14	CenturyTel	556.80	E-Rate Funds
10/09/14	Northeast Telephone	619.20	E-Rate Funds
10/30/14	Cellcom		E-Rate Funds

		1,305.60	
10/31/14	Nicolet Federated Library System	4,016.52	Collection Development
10/31/14	Nicolet Federated Library System	25,000.00	Technology Grant
	<b>Total Grants</b>	<b>\$ 31,646.92</b>	

**Motion carried.**

#### **c. Facilities Report**

C. Beyler reports that the lighting retrofit at the Kress Family and Weyers-Hilliard branch libraries is finished; the ceiling fan is installed at Weyers-Hilliard; the wall bookdrop at the Wrightstown Branch is being sandblasted and painted, complimentary of AutoBody; and a new bookdrop for Denmark is on order. Public works has talked with architect Ben Schenkelberg regarding engineering and architectural plans. The plan calls for one addition towards the parking lot. Additional bids will be sought from Boldt and Raasch. WPS is doing preliminary work on the Ashwaubenon main disconnect. The branch will have to close for one day for the work to be completed.

##### **i. Update from Facilities Committee**

J. Van Dyck reported that bids would be due in time for comparison and approval at the December Ed & Rec meeting. K. Pletcher wanted assurance that Ben's design does not cut into parking. Library staff needs to work with him on the design. An important part of the overall cost is the amount needed to redesign the programming area which needs site supervision without additional staff.

K. Pletcher and J. Van Dyck attended a meeting on a potential site for a new Ashwaubenon Branch. The project is cost-prohibitive. The County Executive indicated that there was no way the county could commit in short-term.

The Facilities Committee met shortly after the last Board meeting. All branches were discussed except Central. The committee identified basic branch needs and made notes about each location. Many questions surround the needs of the libraries. If the county goes to referendum on the ½ percent sales tax which would support county facilities' infrastructure, the Board needs to be prepared to present to the County Board on the library-specific needs. At minimum, J. Van Dyck suggested coming up with a conceptual plan for enhanced buildings. The sales tax would provide the opportunity to put a new face on all libraries. C. Bianchi posed the question, "Who do we want to be?" N. Jeske commented that the tax provides a chance to affect all of Brown County since the half percent sales tax contributes to all corners of the county. The library's past studies still have good plans but the current internal footprint has to be evaluated regarding furniture and computer needs.

#### **PERSONNEL COMMITTEE**

Closed session pursuant to Wis. Stat. § 19.85(1) (c ) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – personnel compensation including pay increases and health benefits.

A closed session was deemed not necessary. K. Pletcher briefed the newer board members on the history of the Class & Comp Plan. The Personnel Committee reviewed the Class & Comp Plan to determine if any adjustments were necessary. The committee thought it was reasonable to have all staff around 95% of midrange. After approval of the Class & Comp Plan, the next step will be to apply pay raises to individual employees. In 2013, some staff received a 1.75% pay increase for exceeding excellence; most received a 1% increase for meeting excellence, and just a few employees who did not meet excellence received a Performance Improvement Plan.

The county has approved 1.5% base adjustment which the library will use for pay for performance funding. J. Van Dyck asked about the second pool of 1%. An option that was discussed was investing in leadership training, educational opportunities, and innovative grants. Additionally, market adjustments need to be made to a few positions.

The Board supports pay for performance. **Motion by** B. Nielsen, seconded by C. Bianchi, to approve the Classification and Compensation plan. **Motion carried.** It was noted that the Class and Comp plan should be reviewed every year to ensure a fair and equitable performance system.

**APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN CLOSED SESSION** N/A

## **BUDGET**

The County Board increased the library's budget by \$2,000 specifically for the Bookmobile. It was noted that the Library Board doesn't have to earmark the money to a specific line item.

## **OLD BUSINESS**

No information about the pending law suit against Outagamie County has been received.

## **PRESIDENT'S REPORT**

### **a. Director Search Update**

Lynn Elam reported to K. Pletcher that there are six qualified out of 16 and another 4 are expected. Applications have been received from many states, including WI, TX, OH, PA, UT, CA, and MI. The target dates for interviews are January 13 -14, 2015.

C. Wagner will attend and represent the library at the January Ed & Rec. meeting.

## **NICOLET FEDERATED LIBRARY SYSTEM (NFLS)**

### **a. Approve 2015 Resource Library Agreement**

It was learned that a while back, when NFLS was short-staffed, they asked if BCL could pull items temporarily and the library agreed. NFLS never resumed that responsibility and library staff continues to pull items items. The revised language reflects this procedural change. **Motion** by J. Van Dyck, seconded by C. Bianchi, to approve the 2015 Resource Library Agreement. **Motion carried.**

**CLOSED SESSION PURSUANT TO WIS. STAT. § 19.85(1)(e)** Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – NFLS Lease terms. **Motion** by C. Bianchi, seconded by C. Buboltz, to enter into closed session and invite attending staff to remain. Roll call vote: Aye: J. Van Dyck, C. Buboltz, C. Wagner, N. Jeske, B. Nielsen, and K. Pletcher. Nay: T. Nixon. **Motion carried.**

**Motion** by J. Van Dyck, seconded by C. Buboltz, to return to open session. Roll call vote: Aye: J. Van Dyck, C. Bianchi, C. Buboltz, C. Wagner, N. Jeske, Tim Nixon, Bob Nielsen and K. Pletcher. Nay: none. **Motion carried.**

**APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN CLOSED SESSION** No action was taken in closed session.

## **SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

**a. Request from Garden Club of Des Pere regarding Meeting Room Use** **Motion by** T. Nixon, seconded by B. Nielsen to approve the request from the Garden Club of Des Pere. **Motion carried.**

## **MEETING SUMMARY/NEXTMEETING PLANNING**

The Board agreed to cancel the December meeting. The next meeting will be on January 15, 2015.

## **ADJOURNMENT**

**Motion** by N. Jeske, seconded by C. Bianchi, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:20 p.m.

### **NEXT REGULAR MEETING**

January 15, 2015

Central Library

515 Pine Street, downtown Green Bay

5:15 p.m.

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary  
Sue Lagerman, Recording Secretary